



HRO-11-03  
15 March 2011

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## Technician Personnel

### **Technician Branch Staff:**

<b>Technician Branch Manager</b>	MAJ Paul Borzekofski	x7116
<b>Classification/Manpower</b>	SMSgt Deb Burling	x7125
	SSG Christa Wilhelm	x7119
<b>Recruitment, Staffing &amp; Pay</b>	Ms. Denise Anderson	x7109
<b>Services/ Benefits</b>	Ms. Deb Tankesley	x7118
	SPC Ashley Baeza	x7110
	MSgt Jody Schmidt	x7127
<b>Training / Career Development</b>	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

**Information Site (NEGUARD HRO website):** [www.neguard.com/HRO/index.html](http://www.neguard.com/HRO/index.html)

### **Services/Benefits Areas of Responsibility:**

Questions or need assistance with any of the following federal programs please contact:  
SPC Ashley Baeza, MSgt Jody Schmidt or Deb Tankesley.

FEHB (Health Ins)	TSP	FEGLI (Life Ins)
FEDVIP (Dental/Vision)	FSA (Flex Spending)	FLTCIP (Long Term Care Ins)
Workers Compensation (OWCP)	Leave Programs	Voluntary Leave Trf Program
LWOP & RTD for Military Duty	In-processing new hires	Employment Verification
Incentive Awards (SSP/QSI)	ANG Suggestion Program	Time-Off/ On-The-Spot Awards
Military deposits	With-in-Grade-Increases	Civilian deposits
Performance Standards/Appraisals	Getting Married	Getting Divorced
Supv Recordkeeping	Terminations	Resignations
Disciplinary Actions	Retirements	

### **Federal Length of Service Awards (Mar):**

10 Years:	Carlos A. Van Nurden	Timothy M. Zegers
	Scott A. Clayton	Michael J. Kucera
15 Years:	Chad M. Nelson	David E. Severson
	Jeffrey B. Hart	
20 Years:	Jonel L. Doriocourt	
25 Years:	LaVonne A. Rosenthal	

**Federal Employee Retirements:** None

### **FERS Retirement and Sick Leave:**

For those retiring before 31 Dec 2013, 50% of your total unused sick leave at time of retirement will be added to the total creditable service for annuity computation purposes. After 1 Jan 2014, 100% of the hours of unused sick leave will be used for purposes of annuity computation. Sick leave to your credit is good insurance to have for unexpected events (i.e. accidents) that may arise and possibly create a LWOP situation with bi-weekly pay.

### **Long Term Care (FLTCIP) Open Season:**

Open Season for FLTCIP is available to federal employees and their spouses/same-sex domestic partners and active members of the uniformed services and their spouses. With an abbreviated underwriting. The Open Season is 4 Apr – 24 Jun 2011. You can apply for an information kit now at [www.ltcfeds.com](http://www.ltcfeds.com) and apply on line after 4 Apr.. Check [www.ltcfeds.com](http://www.ltcfeds.com) for details. [www.ltcfeds.com/](http://www.ltcfeds.com/)

## **Benefits Site Registration for all Federal Employees (AKO, EBIS, MyBiz):**

These **sites are a must** for benefits and ensuring accuracy of your federal employment.  
Information also located on NEGUARD, Tech Branch [www.neguard.com/HRO/index.html](http://www.neguard.com/HRO/index.html)

- **AKO** (Army Knowledge Online) : [www.us.army.mil](http://www.us.army.mil)  
Technicians both ANG and ARNG require an AKO account to make changes to benefits in EBIS account (i.e. FEHB, FEGLI, TSP)

1. Go to [www.us.army.mil](http://www.us.army.mil)
2. Click on 'Register with a CAC'
3. When prompted, enter your PIN or select your certificate.
4. Enter your SSN. DO NOT register for a Utility Account.
5. Enter your Date of Birth
6. Enter your User Information, if needed
7. Enter your military e-mail address.
8. Enter Organization Information (Dept of Army or Dept of Air Force)
9. Create and Confirm your Password
10. Complete your Password Questions
11. Account Registration Complete - you should see all your account information.

- **EBIS (Employee Benefits Information System) Account Established at ABC-C (Army Benefits Center-Civilian):** [www.abc.army.mil](http://www.abc.army.mil)

All Technicians (ARNG and AIR) must have an AKO account to enter EBIS account.

If an account is not established an employee will be restricted in making benefit elections and changes (FEHB, TSP, FEGLI & apply for Retirement). This site is where you make all changes to health insurance, life insurance and elect or change your TSP contributions. If you have questions on how to accomplish please feel free to contact the HRO Tech Svcs Branch, Ext 7110 or 7127

1. After registered CAC on AKO go to: [www.abc.army.mil](http://www.abc.army.mil)
2. Click on "Employee Benefits Information System (EBIS)" to register.
3. Click on "NEW USER"
4. Enter your "SSN" and Temporary PIN with your Month and Year of birth (MMYY)
5. Enter your "New Pin". (Can use CAC PIN) and "Re-enter PIN" -
6. Click "Continue"
7. Enter "SSN" and PIN to Login.
8. Your information is located here. "TRANSACTIONS" is where you will make elections and changes to your FEHB, FEGLI or TSP.

- **MY BIZ:** (View and print employment documents): <https://compo.dcpds.cpms.osd.mil/>

To view Civilian Personnel data from official personnel records including actions documented on SF-50 (appointment, salary changes, ect), position, salary, benefits, awards and performance.  
May update personal information.

1. MyBiz login at: <https://compo.dcpds.cpms.osd.mil/>
2. Register your CAC.
3. USERNAME is "SSN" with dashes

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## **Human Resources Information Systems (HRSIS)**

### **HRSIS Staff**

SMSgt Mike Courtney – Personnel Systems Manager (PSM) - x7122

### **Current Self Service log in statistics:**

As of 15 Nov 10 – a total of 85% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

### My Biz

The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at <https://compo.dcpds.cpms.osd.mil/>

You can access more information about My Biz at this web site:

<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

### My Workplace

If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: <http://www.cpms.osd.mil/forms/cpms/search.aspx>. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: [Michael.courtney1@us.army.mil](mailto:Michael.courtney1@us.army.mil)

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## State Personnel

### HRO-SP Staff

<b>HR Manager</b>	Ms. Kari Foote	x7130
<b>HR Assistant/Benefits</b>	Mr. Tim Diedrichsen	x7131
<b>HR Assistant/Payroll</b>	Ms. Jessie Bockelman	x7132

### **STATE EMPLOYEES WITH EXPIRING CAC'S**

Effective March 11<sup>th</sup> **state employees** who have a **CAC** that is about to expire will need to contact State Human Resource personnel in the TAG building. We will need to update an information database that feeds into DEERS. Please **contact** the HR office about a couple weeks **in advance** as the update is not instantaneous.

### **BIOMETRIC SCREENING**

Health Fitness will be providing a biometric screening event for employees enrolled in any of the State of Nebraska medical plans. This event will be required for covered employees and their spouses currently in the Wellness PPO plan and other medical plans that wish to continue in or qualify for the Wellness PPO in the 2011/2012 plan year. Covered employees and spouses will also need to complete the Health Assessment.

At this time the screening event will be held on the morning of May 23<sup>rd</sup>. Components of the screening event include taking the participant's blood pressure and getting height and weight (Body Mass Index (BMI) calculation) measurements. There will also be a finger-stick blood screening that will measure levels of total cholesterol, LDL, HDL, TC:HDL Ratio, triglycerides and glucose.

To sign up for the biometric screening event, employees will need to click on a Health Scheduler button that will be placed on the wellnessoptions home page later in March. Please contact Tim Diedrichsen if you are unable to get to the site or have trouble registering for a time once on the site.

Employees and spouses not currently enrolled in any State of Nebraska medical plan will need to complete the Health Assessment (questionnaire) and biometric screening during a period AFTER Open Enrollment in order to qualify for enrollment into the Wellness PPO plan for the 2011/2012 plan year.

#### Biometric Screening Options:

##### Option 1: Onsite Screenings

Participants will soon be able to view the list of screening locations and schedule their onsite screening appointment by going to the wellnessoptions website - [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov)

##### Option 2: Home Kit

Starting on or shortly after April 1<sup>st</sup>, participants can request to obtain a finger stick kit mailed to their home address.

##### Option 3: Alternative Means Screening Form

Starting on or shortly after April 1<sup>st</sup>, the Alternative Means Screening Form will be available on the wellnessoptions website to submit recent Doctor results from appointments scheduled after Jan 1, 2011. Submit the form no later than April 30, 2011.

## HEALTH ASSESSMENT

Beginning on or shortly after April 1<sup>st</sup>, participants can begin to complete their Health Assessment.

For further information how to participate in each screening option, visit [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov) within the wellnessoptions/Biometric Screenings section (left toolbar).

The following items are allowed for participation on company time: Open Enrollment, Health Assessment, onsite biometric screenings, sending and receiving e-mails to/from HealthFitness to/from your work e-mail. Submitting activities are allowed on a State computer, but is to be done on personal time (lunch time or break). Participation is in no way to be considered part of or arising out of employment for the purposes of workers compensation or for any other purpose.

## FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA is implemented in the Nebraska Classified System Personnel Rules and in the NAPE labor contract. Provisions to implement this Federal law are not the same for people covered by the Rules as for people covered by the Contract. However, the federal law establishes some specifics:

a. Family leave is granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent, who has a serious health condition;
- or for a serious health condition that makes the employee unable to perform the employee's job.

b. The employee may be required to provide advance leave notice (when the leave is foreseeable) and medical certification.

c. Benefits are protected: The employer must maintain the employee's health coverage under the group health plan. Use of Family Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave

d. Upon return from Family Leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

FMLA requires that the State provide up to 12 weeks of Family Leave. Check the Classified System Personnel Rules or the NAPE Labor Contract, whichever applies to you, for the specific provisions which apply to you. You can also look at the other types of leave, along with corresponding rules, that are available to State employees. The NAPE/AFSCME Labor Contract and Classified System Personnel Rules & Regulations (Oct., 2006) are available at: <http://www.das.state.ne.us/emprel/publications.htm>

## **NON-PAY STATUS -- WORKER'S COMPENSATION & FAMILY MEDICAL LEAVE**

Employees, who are continuing their insurance benefits while on approved family medical leave or worker's compensation and in an unpaid status, are required to remit the employee contribution, by personal check, to their Agency HR office for processing. Premiums are due by the **first of the month** for the month of coverage. **Effective 4/1/2011**, if premiums are not remitted by the first calendar day of the month, all coverage will be suspended until payment is received. Payment must be received by the last calendar day of the month or, coverage will be terminated permanently until the employee returns to work. At that time, employees have 30 days to show their intent to reenroll; coverage becomes effective the first of the month following their return to work; this aligns with the policy that is in place regarding payments from those individuals who are enrolled in the COBRA or Retiree plans.

## **FAMILY MILITARY LEAVE ACT**

LB 497 was passed by the Legislature and went into effect on April 5, 2007. Family Military leave is requested by an employee who is the spouse or parent of a person called to military service lasting 179 days or longer.

To be eligible an employee must have been employed by the same employer for at least 12 months and have been employed for at least 1250 hours during that 12 month period immediately preceding the commencement of leave. The employee should give at least 14 calendar days of notice.

The employee may continue benefits, during leave, at the employee's expense and there are employee rights when the leave ends.

Please notify the Human Resources office – State Personnel, in the TAG building as soon as you become aware that you may need to take Family Military Leave.

You can review information on the Family Military Leave act at:

<http://www.das.state.ne.us/emprel/FamilyMilitaryLeave.htm>

Contact Kari Foote (402) 309-7130 or Tim Diedrichsen 309-7131 if you have questions.

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## **AGR Personnel**

### **Army and Air:**

The AGR Office Staff:

#### **SFC Dustin Guenther, Human Resources Assistant, (402)309-7115**

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Initial Tour Continuation Boards
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

#### **SFC Christine Gonzales, Personnel Sergeant, (402)309-7073**

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments

- ADOS In-Processing

**Susan Stevens, Human Resources Assistant, (402)309-7123**

- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- EPR Management
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

#### **Army:**

**TRICARE Retired Reserve** – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to [www.tricare.mil/trr](http://www.tricare.mil/trr).

**DTS** – Please start inputting LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization.

**Meal collection via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

**OCONUS** – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

**DD 214** – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

**Leave Tracking System** – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

#### **Air:**

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://www.triwest.com) now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the [www.triwest.com/provider](http://www.triwest.com/provider) to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

**Active Duty Dental Program:** Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: [www.addp-ucci.com](http://www.addp-ucci.com) further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

**AGR Dental Updates in DDS Web:** Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.



I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager  
NGB/SGPR Office of the Air Surgeon  
3500 Fetchet Ave Andrews AFB, MD. 20762  
DSN: 278-8567, COMM: 301 836-8567, [cynthia.adams@ang.af.mil](mailto:cynthia.adams@ang.af.mil)

**Transition Assistance Advisor:** If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, [bonnie.bessler@us.army.mil](mailto:bonnie.bessler@us.army.mil). Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

**Leave Carryover:** The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

**Paternity Leave:** The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

**Child Care Fee Assistance:** The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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### **Equal Employment Office/Diversity/Organizational Development**

*(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)*

#### **Policy on Diversity from CNGB**

General McKinley and his staff have endorsed the following policy on diversity for all members of the National Guard, dated 28 Feb 2011.

1. The success of the National Guard federal, state, and community missions are directly associated to the contributions of the men and women who have volunteered to join our force. Our community basing architecture is fundamental to this success, because it affords the diverse opinions, abilities, beliefs, ideologies, and experiences of our greater American society. The training our members conduct during unit training assemblies does not solely prepare them; it is the melding of those individuals into the organization that diversifies the team.



2. The rapidly changing demographics of our nation already are reflected in our forces and will demand a more inclusive approach to leadership and followership. Our community basing provides a diverse force, but does not guarantee that our organization capitalizes on the opportunity that diversity provides.

3. Diversity includes differences in characteristics, background, attributes, and experiences. However, further expansion is essential to create a culture that fosters:

- a. Absolute respect for all people no matter their rank, function, or position.
- b. Inclusion, engagement, and management of talents to capitalize the potential power.
- c. Diversity in thoughts, ideas, and perspectives to promote moral courage and trust.
- d. Confidence in equal opportunity for all.
- e. An interdependent mindset where collaboration is the standard.

4. It is incumbent on all members to ensure we are prepared to serve in a multicultural world. The National Guard of the future belongs to our new generation of Airmen and Soldiers. Our legacy is to entrust a great organization to them – free of barriers so that all members can be successful.

Signed by General McKinley, Lieutenant General Wyatt, Major General Carpenter, Major General Manner, CMSgt Jelinski-Hall, CMSgt Muncy and CSM Burch.

### **Overcoming Crises at Work**

As managers and supervisors, all of your responsibilities don't fit neatly into a job description. You soon find out that an essential part of your job is helping employees through unexpected situations. And that can mean helping them deal with a crisis.

Crises come in all forms but, by definition, a crisis is any abnormal or traumatic event that impacts an employee, group of employees or the entire organization. It could be anything from a natural disaster to an act of violence, an employee death, a layoff or merger or many things in between.

These incidents can have a significant impact on employees either directly or indirectly involved. And the negative repercussions can spread to the entire organization. No manager or supervisor is expected to be a counselor or social worker, but there are many ways to provide support that fits well within your managerial role.

Through your FOH program, you can find out how to prepare for a crisis, how to communicate during and following a crisis, helpful resources for employees and how to be responsive to employees while maintaining performance expectations.

#### *What Helps in a Crisis? Resources, Of Course!*

Making resources available to employees can help in a crisis. Try these:

- Offer employees a quiet area for making calls or taking a break.
- Allow flexibility with employees' schedules and time off.
- Provide information on the topic, such as coping with stress or dealing with grief.
- Provide EAP contact information to employees. And post the toll-free number where all employees can see it.
- Encourage employees to rest and take time for personal activities.

#### *Resources Available Online*

Log on to [www.FOH4YOU.com](http://www.FOH4YOU.com) to access "Overcoming Crisis at Work" and other helpful resources in the *Spotlight* section. Log on now or call the FOH EAP toll-free number, 888-222-0364 or 888-262-7848 for TTY users, for additional help and support.

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